

Work & Travel USA

Employment Offer Agreement Form Spring/Summer 2007 (Belarus)

Name of CIEE Partner:

Employer Section

Company Name		Website
Street		
City	State	Zip
Phone	Fax	TaxID
Off season contact phone number (Nov-May)	How many international students do you intend to hire?	

Offer made to Please fill out one application per student.

First name		Middle initial	
Last name			

Job Information

Worksite address (if different from above) Street			
City	State	Zip	Telephone
Dates of employment: from		to	<i>Maximum of three (3) months</i>
	Day Month Year	Day Month Year	
Manager's name	Manager's phone		
Manager's e-mail			
Job title	Job description		
Wage per hour	Average number of hours per week	Average number of work days per week	
Is overtime available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the rate of pay for overtime hours	
Is an end of season bonus available?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, how much	
Does employer provide housing?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Cost of housing	
Housing deposit	Type of accommodation (house/hotel/etc)		
How many people share room?	How many people share house?	Is housing furnished?	

Employer Agreement

I confirm that the student named above has been offered a temporary position with our company by an authorized company representative and the salary and other terms are commensurate with those of his/her US counterparts. I acknowledge the general goals and objectives of the Summer Work/Travel program as an authorized US Department of State Exchange Visitor Program allowing qualified foreign students to undertake a period of employment of no more than four months during their college/university vacation period. I acknowledge that the above Job Information may be subject to change due to factors outside of my control (e.g. inclement weather) but that my company will otherwise adhere to the terms outlined in this offer. I understand that the participant is exempt from Federal Unemployment, Medicare and Social Security taxes but must pay all Federal, State and City income taxes. (See Dept of Treasury, IRS Publication 15, Circular E, Employer's Tax Guide, p. 31 revised Jan. 2001). I understand that each participant is provided with basic health insurance through CIEE as part of their program, (for full policy details please refer to <http://www.ciee.org/insurance/>), but I agree to abide by all local, state and federal health, safety and employment laws, including worker's compensation laws as appropriate, designed to protect the participant in both the workplace and in any employer arranged accommodation.

Name of person completing this form	Title
Signature	Date
	Day Month Year
Are you an employee of the company listed above?	<input type="checkbox"/> Yes <input type="checkbox"/> No If no, please complete: Company name
Telephone	Are you an <input type="checkbox"/> Employment agency <input type="checkbox"/> Staffing company <input type="checkbox"/> Other:

Work & Travel Participant Section

By signing below, I indicate my understanding and agreement to the following terms:

1. I understand that I will be an employee-at-will according to US labor laws. In the event that the employer revokes this offer, CIEE will assist me in my effort to find alternative employment, but CIEE makes no guarantee that its efforts will be successful.
2. I understand that it is my responsibility to consult the full Employer Profile for additional information on any CIEE-sourced job. The terms above are general in nature and my hours and duties are subject to change. I understand that my work schedule, including any days off work are to be determined by my employer after my arrival. I understand that wage increases are unlikely over the period of this program but in any event are at the sole discretion of my US employer. I will report to the employer listed above within five days of arrival in the United States. I will work for a period that will not exceed the end date on my DS-2019 form.
3. I will adhere to all CIEE and CIEE Representative rules regarding employment and program participation, including the Terms and Conditions / Participant Declaration which forms part of my program application. If I wish to change employers, I must receive permission from both CIEE and my CIEE Representative prior to doing so. Should I change jobs without receiving prior permission from CIEE and my CIEE Representative, or if I violate other CIEE or CIEE Representative rules, CIEE may terminate its sponsorship of me and I will be required to return home. I also understand that such termination may prevent me from receiving future US visas.
4. If room, board and transportation to/from the workplace are not included as part of my employment offer, as noted above, it is my responsibility to secure this on my own.
5. I understand that I may refer to the CIEE participants' website for full details on insurance coverage. Further, I have read and understand Points 37 and 38 of the Terms and Conditions, which I signed in the Participant Declaration section of my Summer Work/Travel application, referring to insurance coverage. If I am injured on the job, I understand that my employer is obligated to abide by local, state and federal health/safety and worker's compensation laws as appropriate.
6. My J-1 visa allows me to apply for a US Social Security Number, which I will do upon arrival in the US.

Name	ATLAS ID
Signature	Date
	Day Month Year
How did you find your job?	<input type="checkbox"/> CIEE Agency <input type="checkbox"/> Employment Agency <input type="checkbox"/> Directly with employer <input type="checkbox"/> Internet <input type="checkbox"/> Other:

THE PARTICIPANT MUST SEND THE ORIGINAL SIGNED AGREEMENT TO HIS/HER CIEE PARTNER.

THE PARTICIPANT MUST ALSO SEND A COPY TO THE EMPLOYER AND KEEP A COPY FOR HIS/HER OWN RECORDS.

EOAFPWNN0906

Employer Information and Declaration

Dear Employer,

Thank you for your decision to become a host employer for our Work & Travel USA program. Your participation in this program continues a long tradition of US employers who have capitalized on a unique opportunity to bring an international dimension to their workplace while providing a life-changing experience to foreign students.

Jobs that are Not allowed are:

Au pair / nanny / babysitting / domestic labor / camp counselor / teacher / coach / Medical, veterinary, pharmaceutical services, or any job that requires direct patient contact or dispensing of medication / Adult Entertainment Industry Jobs / Crew member on ships or air-planes, or as pilots/ Sales jobs involving purchasing sales merchandise to resell (e.g. door-to-door sales) / Employment through staffing agencies.

Communicating Pertinent Information To Your Participants

Setting student expectations correctly is key. We strongly recommend that you pass along information to your hired workers prior to their arrival in the US. Such information could range from workplace rules and uniform requirements to details on housing to local area information and transportation instructions. CIEE recommends that you provide this advance information because it allows participants to prepare accordingly. Email is usually the best way to communicate with participants before they arrive in the US.

Housing

If you do not include housing in your offer to the students you hire, pointing participants in the right direction is helpful. This greatly eases the transition to living in a new country. We recommend that you provide this advice to participants while they are still in their home country so that they can get a jump-start on their housing plans. Past housing options for Work & Travel participants have included furnished apartments, shared houses, hostels, long-term motel rentals, and rooms in private homes. All housing should adhere to all local, state, and federal health & safety and employment laws designed to protect the participant both in the workplace and in any Employer arranged accommodations.

Transportation to work

Your international staff will probably take some time to become accustomed to transportation in the US. Please take the time to advise them on the safest and best ways to travel to work. If they are cycling, please remind them to wear a helmet, pick the best routes, and use lights when necessary.

The First Few Days

SEVIS Regulatory Requirements

All participants on J-1 exchange visas are required to register their whereabouts electronically with the Department of Homeland Security (DHS) through SEVIS- the Student and Exchange Visitor Information System. This requirement is extremely important since students Exchange program will terminate if they fail to comply. Participants have two primary responsibilities within SEVIS:

1. Within 20 days of the program start date printed on their DS-2019 Form, they must confirm with CIEE that they have begun their work exchange program and also provide their US address (PO boxes aren't permitted).
2. Within 10 days of changing their home address during their stay, they must provide CIEE with this new address. Participants may use the CIEE website www.mysevis.com to give us this information. We will upload their entries into the US government SEVIS system. Allowing your participants to register online at your company would help to guarantee that these requirements are being met. Also, participants are given postage-paid, preaddressed postcards as another option for them to submit their details to us. A third option is for them to contact CIEE at 888- COUNCIL (888-268-6245) to provide the required information.

You can also help to ensure that your participants are adhering to these requirements by:

1. Reminding participants of the importance of confirming the start of their program and updating their address as necessary.
2. Notifying CIEE of any students who do not arrive as scheduled or if a participant leaves work before their scheduled end date.
3. If you are looking to hire a student who is changing employers or

seeking a second job, direct them to contact CIEE to secure permission authorizing them to work for you. This process will protect the interest of the original employer and make sure that both employers, the participant, and CIEE are in agreement with the new situation. The original employer's (or CIEE's) name will remain on the DS-2019 form.

Social Security and Payroll

Many participants will arrive at your workplace without having applied for a Social Security number. To obtain a Social Security number, students must complete an Application for a Social Security card (Form SS-5). To find the nearest Social Security office, look in the telephone book under "Social Security Administration," call toll-free 800-772-1213, or visit the Social Security website at www.ssa.gov. *Please note that participants should complete their SEVIS registration before applying for a Social Security card.*

The SSA provides the following advice as of April 2005 (<http://www.ssa.gov/employer/>). However, provided that participants apply for a Social Security number within seven days of commencing work, they are in compliance with the law and may work and receive paychecks. Participants can demonstrate that they have applied for their Social Security Number either by (1) showing a copy of the application form that was submitted, or (2) showing any acknowledgement of receipt provided by the SSA, or (3) showing a statement signed by the employee.

Payroll

Work & Travel participants are required to pay some taxes just like any other taxpayer and are exempt from other taxes as a nonresident alien. Participants must pay:

- Federal income taxes
- State incomes taxes
- Local income taxes

Participants do not pay:

- Social Security taxes
- Medicare taxes